



602.00 Jail Manual

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602.00-1 Policy

- I. All established admission rules, regulations and legal procedures shall be met and all questions shall be clearly resolved prior to completion of the admission process.
- II. Persons shall be admitted to the Hendry County Sheriff's Office Jail facility in accordance with applicable laws, statutes, ordinances, and HCSO directives. All charges shall be legal and identified by proper law, statute or ordinance number.
- III. Certified male staff shall be present to admit/book male prisoners, and certified female staff shall be present to admit/book female prisoners. Female prisoners shall be processed by female Detention Deputies, and shall be kept separated from male prisoners.
- IV. Juvenile prisoners shall be kept separated by gender and separate from adults during the booking process.
- V. Detainees who are unconscious or obviously ill or injured will not be accepted for admission and booking until a written release from an authorized physician is obtained.
- VI. Each prisoner shall be pat searched by a Detention Deputy for weapons and contraband and checked with a hand held metal detecting device prior to admission to the facility booking area. Prisoner searches are conducted in compliance with 901.211, *Florida Statutes*. **(See Section 607.03, Prisoner Searches)**
- VII. Prisoner's personal property shall be properly inventoried, documented, and receipted.
- VIII. Prisoners shall be kept separate from general population during the admissions and booking process.
- IX. Medical, dental, and mental health information of each prisoner admitted to the facility shall be recorded on a health evaluation form by staff, to include suicide screening. A sexual abuse risk assessment shall be completed by staff and given to the Classification Sergeant to ensure proper housing.

- X. Newly admitted inmates shall receive orientation at Hendry County Jail and shall be provided with written orientation materials which will provide an explanation of mail and visitation procedures and other information prior to or immediately following their First Appearance court hearing. PREA education shall be given to all inmates who are incarcerated longer than 30 days.
- XI. Positive identification of each person booked into the facility shall be determined during the booking process.
- XII. Persons admitted under the influence of alcohol shall be closely observed during the Booking process.
- XIII. All persons criminally charged shall be fingerprinted and photographed. Photographing and fingerprinting shall be done during the booking process. Notation of identifying marks or other unusual physical characteristics shall be made. Identifying marks that appear in a private area on the body shall not be photographed.
- XIV. An identification number shall be assigned to each prisoner booked into the facility.
- XV. A criminal history and warrants check shall be completed on all new admissions.
- XVI. New arrestees will be allowed use of the telephone after processing has been completed. Reasonable efforts to assist the arrestee to contact next of kin or family members will be made as needed. **(See Section 602.00-9, Telephone Use)**
- XVII. Prior to being issued clean, laundered Jail clothing prisoners will be allowed to shower and wash their hair.
- XVIII. Intake booking information shall be completed on all persons booked into the HCSO Jail facility.

602.00-2 General Admission Procedures

- I. Prior to admitting any prisoner, the intake Booking Deputy shall make positive identification of the arresting/transporting officer.
- II. The Control Room Operator and/or intake Booking Deputy shall ascertain the legal authority for detaining the prisoner by inquiring of the arresting/transporting officer as to the charges.
 - A. Booking staff shall be responsible for the legal admission of all persons brought to the facility and shall be thoroughly knowledgeable of confinement orders, court commitment papers, and legal requirements of commitment.
 - B. Booking staff can be held accountable for improperly detaining a person.
- III. The intake Booking Deputy shall ensure:
 - A. No person enters the facility with a weapon, including baton, ammunition, ammunition magazines, or speed loader(s). These devices shall be locked in the vehicle trunk or secured in the available weapons lockers.

- IV. The intake Booking Deputy may assist the prisoner from the transport vehicle as necessary, and escort the prisoner into the sally port where the Booking Deputy shall conduct a thorough pat-down search for weapons and contraband. All property shall be seized and placed into a plastic property bag.
- V. The intake Booking Deputy shall visually examine the prisoner's physical condition to ensure that the prisoner is conscious and free from injuries requiring medical attention and shall consult contract health care staff as necessary. **(See Section 602.00-3, Sick/Injured Prisoners)**
- VI. Prisoners may be uncuffed at this time, unless it is obvious to the Booking Deputy, or upon the advice of the arresting or transporting officer, that it would be inadvisable to do so due to the prisoner's propensity for violence.
- VII. Prisoners will be escorted to the Booking counter to drop off their property and shall remove their shoe laces. The Booking Deputy shall log the time in, the name of the prisoner, and the arresting or transporting officer's name into the Post Log. It is HCSO policy that new arrests shall be strip searched when charged with possession of controlled substance, weapons charges, or per Court order. **(See Section 607.03, Prisoner Searches)**
- VIII. The plastic property bag will be opened and the prisoner's property inventoried in the presence of the prisoner. All property shall be listed on an Intake/Release of Inmate Property form which shall be signed by the prisoner, Booking Deputy, the transporting deputy.
 - A. Particular attention shall be given to cash, prescription/non-prescription drug accountability
 - B. If the prisoner is unable to sign or refuses to sign the Intake/Release of Inmate Property form, two staff members shall sign.
 - C. All money and personal property obtained from arrested persons shall be the singular responsibility of the Deputy receiving them.
 - D. A separate receipt for the prisoner's money will be executed by the Booking Deputy, and a copy given to the prisoner.
 - E. When confiscating shoes, prisoners will be issued a pair of shower shoes.
 - F. **See Section 602.01, Inmate Personal Property.**

602.00-3 Sick/Injured Prisoners

- I. An unconscious person or a person who appears to be seriously ill or injured will not be admitted into the facility, and will be transported to the hospital emergency room.
- II. All cases of injury or illness during admittance shall be directed toward health care staff or shift supervisor when medical is not present who will decide appropriate action. During hours when medical staff is not available staff will contact HRMC for medical direction.
- III. The arresting or transporting officer shall be advised by the Shift Supervisor should health care staff or the Shift Supervisor determines the prisoner requires medical attention.

- A. The arresting/transporting officer shall transport the prisoner to the Hendry Regional Hospital.
- B. If the prisoner refuses treatment, the physician should note same on the E.R. Chart.
- C. The arresting/transporting officer must bring treatment documentation (copy of the E.R. Chart) to the Jail facility when returning with the prisoner.
- IV. If an inmate is refused acceptance the intake Booking Deputy shall document this action on the Post Log, to include the name of the arresting officer, the prisoner, and the health care staff involved.
- V. Individuals who are accepted for admission/booking and later found to require the services provided by hospital care will be transported to the appropriate medical facility. HCSO shall ensure appropriate medical care is made available, but shall not be responsible for costs of medical services for pre-existing conditions.
- VI. During the admitting and booking process the inmate's emotional state shall also be observed. The Booking Deputy should question the arresting or transporting officer about any unusual behavior, i.e. suicidal tendencies.
- VII. The Shift Supervisor and health care staff shall be notified of any medical or behavioral problems upon intake. A physician or designee will examine him or her within 48 hours of intake.

602.00-4 Legal Commitment

Legal commitment refers to the legal process by which an individual may be incarcerated.

- I. Positive identification of the committing officer must be established and the legal commitment document verified.
- II. If the committing officer is not readily recognized by the Booking staff a badge and identification credentials (preferably with photograph) shall be required.
- III. Admission to the facility is the responsibility of the Booking staff; any question about the legality of a commitment must be referred to the supervisor.
- IV. Booking staff should be familiar with charges that appear most regularly. A list of statutes and ordinances will be available to booking staff.
- V. A confinement order shall not be for "suspicion of" or "investigation of" having committed an offense.
- VI. A formal charge must explain the actual felony or misdemeanor lodged against the person being committed.
- VII. Persons admitted for probation or parole violations may or may not be accompanied by an order authorizing commitment from the courts, or a County or State Probation Officer can complete a booking sheet for the violation.

- VIII. Persons sentenced are legally confined by a commitment order issued by the court. Booking staff must ensure that the commitment order has been signed by the proper authority, and that the name of the person and the charge are stated correctly.
- IX. Prisoners brought to the facility by contract transportation services will not be accepted without a receipt. Receipts will be forwarded to the Booking Desk to be filed in custody records.

602.00-5 Warrants

- I. Individuals presenting themselves to a HCSO Jail facility at anytime indicating that there is an outstanding warrant for their arrest shall be instructed to remain in the lobby while the existence of the warrant is being verified. Once the warrant is verified, the subject will be escorted into the Jail to booking for service of the warrant.
- II. Verification of the identity of the individual must be made in all cases.
- III. A Certified Law Enforcement Deputy shall be contacted to serve the warrant.

602.00-6 Booking Procedures

- I. The Intake Booking Deputy shall receive the prisoner and complete the, Intake/Release of Inmate Property which contains the following information:
 - A. Inmate name, DOB, race, gender, and MNI#
 - B. Booking date, time, charges
 - C. Arresting officers name, I.D. #, and delivering officer's signature, and I.D. #
 - D. Inmate social security #, DL#, DL state
 - E. Booking officer's signature, I.D. #, FCIC/NCIC results
 - F. Name of attorney, if known, and inmate religious preference
 - G. Whether inmate is a US citizen and/or resides in the US legally
- II. An identification number (MNI number) shall be assigned to each prisoner booked into the facility, and shall be indicated on the photograph, property receipt, and other paperwork relating to the prisoner.
- III. If at any time during the booking process a prisoner refuses to cooperate, he or she will not be forced to do so.
 - A. The prisoner will be placed in a holding cell and asked every 15 minutes to complete the booking process until it is accomplished.
 - 1. If the prisoner is placed in a single cell, an observation log will be established with 15-minute welfare checks.
 - 2. Written documentation shall be made on the log each time the prisoner is asked to cooperate.
 - 3. After a lapse of eight (8) hours, if the prisoner continues to refuse to cooperate in the booking process, the detainee shall be moved to appropriate pre-classification housing, and will continue to be asked periodically to complete the booking process.

4. Notice shall be left with the Shift Supervisor concerning the status of the booking process for the prisoner. The Shift Supervisor shall ensure a hold is placed in the computer system indicating the inmate is to be processed (TBP).
 - B. The date and time the prisoner consents to complete the booking process will be recorded on the Booking Room post log.
- IV. The Booking staff member assigned will perform an inspection of arrest documents to ensure accuracy and completeness. The staff member shall check the following:
 - A. Arrestee's full name and known alias
 - B. Current or last known address
 - C. Date of Birth
 - D. Physical description (age, sex, race, hair color, eye color, height, weight, scars, marks, tattoos, present or last employer)
 - E. Place of birth
 - F. Next of kin
 - G. Marital status
 - H. Driver's license number
 - I. Social security number
 - J. Location, date and time of offense
 - K. Location, date, and time of arrest
 - L. Capias or warrant number(s)
 - M. Charge(s) and Florida Statute or local ordinance number(s)
 - N. HCSO Incident Number
 - O. Arresting officer's signature and I.D. number
 - P. Report is notarized
 - Q. Other documents such as court order, warrant, capias, etc. accompany the booking affidavit as appropriate.
- V. An inquiry for active warrants using the computer system for FCIC and NCIC checks and following established guidelines to conduct warrant inquiries within Hendry County shall be completed on all individuals admitted to the facility.
 - A. Teletypes will be transmitted to verify charges of other jurisdictions within the state, advising of holds placed, and that the subject is in custody.
 - B. If the subject has no local charges, the other jurisdiction shall be advised to pick up as soon as possible.
- VI. Arrest data and charge data shall be entered into the computer system using established computer guidelines.
- VII. An inquiry as to the existence of a domestic violence injunction shall be conducted as appropriate.
- VIII. *Post Order Manuals* shall contain current instructions for admitting and booking to be followed for all persons admitted to the facility including sentenced from court, weekenders, off bond, and other situations requiring specific procedures.
- IX. Newly arrested prisoners shall be processed and moved to pre-classification housing as soon as possible. Prisoners shall not be held in a booking area holding cell longer than eight (8) hours. Exceptions are permissible when an inmate's behavior or intoxication

prevents him/her from placement into housing. Exceptions require complete documentation with justification and 15 minute observations.

602.00-7 D.U.I. Charges

Prisoners arrested for D.U.I. will be required to take a breathalyzer test. The test will be administered after personal property has been removed and inventoried, and prior to fingerprinting and photographing.

- I. If a certified Breathalyzer Technician administers the breathalyzer test, and the test indicates a blood alcohol level of 30% or higher, health care staff shall be contacted to assess the individual and determine if he or she should be transported to the appropriate medical facility for further evaluation. During hours when medical staff is not available staff will contact the HRMC for medical direction.
- II. If the prisoner requires evaluation by a physician the arresting officer shall transport the prisoner and upon return to the facility present the Emergency Room Chart signed by the attending physician.
- III. D.U.I. arrests will be held until the persons' blood alcohol level is less than 0.05 percent; or until 8 hours has elapsed from the time the person was arrested (time indicated on the booking affidavit) before being allowed to bond out.
- IV. If, upon completion of the deputy requested breath test, the subject makes an unsolicited request for an independent blood test, he/she shall be provided a telephone book and timely access to a telephone to make arrangement for such test with a licensed and approved contractor.
 - A. This provision is available only after such time as the subject has complied with a deputy's request for a breath test and will be at the Inmate's expense.
 - B. The arresting deputy is under no obligation to transport to a medical facility or to further assist in securing such test.
 - C. A deputy is not required to inform a subject of the right to an independent blood test.

602.00-8 Fingerprinting and Photographing

After the necessary booking information has been obtained, prisoners will be fingerprinted and photographed as per established procedures contained in the *Post Orders*.

602.00-9 Telephone Use

- I. Prisoners will be permitted reasonable access to the prisoner telephone to call a bondsman, attorney, or to notify family members, or friends of incarceration.
 - A. Should a prisoner refuse the use of the telephone, a record of the refusal shall be made on the initial intake log.
 - B. Assistance with locating telephone numbers from personal property or locating telephone numbers from the phone book for bondsmen, attorneys, family or friends will be afforded to prisoners if requested. (HCSO members shall not recommend or suggest

- to any person arrested or other person concerned with a prisoner in custody, the employment or hire of any specific attorney or bail bondsman.)
- C. All long distance calls shall be collect.
- II. In the event a prisoner is experiencing prolonged difficulties in notifying next of kin of his or her incarceration, reasonable efforts will be made by staff to assist the prisoner.
- III. If it is determined that a prisoner will be bonding out, he or she will be placed in a holding cell or the bench waiting area to await bonding, if the prisoner will not be bonding out he or she will be processed for placement in a housing unit.

602.00-10 Clothing, Hygiene Items, I.D. Band, and Bedding Issue

- I. Prisoners who do not bond out will be dressed out in a jail uniform and his or her clothing will be taken and listed on the Intake/Release of Inmate Property form.
- II. Prisoners will be allowed to shower and wash their hair and will be issued clean and laundered Jail clothing and hygiene items which will be recorded on the Dress Out Sheet in the appropriate spaces.
- III. The Intake/Release of Inmate Property form will be signed by the Booking Deputy and a second witness with a copy of the completed form being given to the prisoner.
- IV. An I.D. wrist band containing the prisoner's name, picture, and "MNI" number shall be attached to the prisoner's right wrist.
- V. Bedding and towels will be issued by the Deputy escorting the prisoner to the housing assignment. The Dress Out Sheet shall be completed and all items shall be given, if an item is not in stock then a note shall be made on the form and the inmate shall be given the item as soon as possible.

602.00-11 Medical Screening and Risk Assessment

Booking staff shall complete an intake medical screen on each newly admitted prisoner, including transfers and juveniles which will include current illness, dental, and mental health problems, use of alcohol and other drugs, and suicide screening. Booking staff shall also complete a sexual abuse risk assessment form to be given to Classification to ensure proper housing.

602.00-12 Housing Assignment

Booking will assign temporary quarters as per established procedures.

602.00-13 Juveniles

- I. Arresting officers will be instructed to issue a notice to appear in lieu of a custody arrest for misdemeanor juvenile traffic offenders except for the charge of D.U.I.
- A. Juveniles shall only be held in temporary custody to be processed (fingerprinted and photographed) and released to their parents, legal guardian, or responsible adult. These

- Juveniles shall be kept in the booking area, and shall only be held for a period not to exceed six (6) hours.
- B. Juveniles held in temporary custody shall be separated by gender, and kept out of sight and normal sound of adult inmates.
 - C. Juveniles will be processed as soon as possible to expedite their release to parents, guardian or responsible adult.
 - D. Juveniles that are non-detainable with an unreachable parent, guardian, or responsible adult:
 - 1. If a parent, guardian, or responsible adult cannot be reached within a reasonable time, the Department of Juvenile Justice shall be contacted for assistance.
 - 2. If the local Department of Juvenile Justice does not provide assistance, the Department of Juvenile Justice in Tallahassee shall be contacted.
 - 3. Juveniles still in custody at the time of the scheduled First Appearance Hearing shall appear before the presiding judge for custody determination.
 - 4. Under no circumstances shall a non-detainable juvenile be placed into a housing unit.
 - E. There shall be adequate staffing to supervise and monitor juveniles at all times, with documented 10 minute observations.
- II. Juvenile misdemeanor traffic law offenders:
- A. When a custody arrest is made, juveniles may demand to be taken before a magistrate as defined in Section 316.635(3), Florida Statutes. If the demand is not made, the juvenile shall be processed normally and released to the custody of a parent, guardian, or responsible adult. "Responsible adult" would be a grandparent, aunt or uncle, or family friend. Discretion shall be tempered with common sense
 - B. Juvenile traffic law offenders shall not be imprisoned in an adult detention facility, except upon a conviction for a traffic offense involving death or personal injury.
- III. Requirements for accepting juveniles to be housed in the Hendry County Jail facility:
- A. Juveniles must be accompanied by a valid capias issued consistent with Section 932.48, Florida Statutes or one of the following:
 - 1. Indictment by Grand Jury - The Booking Affidavit will be accompanied by the Grand Jury indictment.
 - 2. Waived as an adult - The Booking Affidavit is accompanied by a copy of the court order showing that the juvenile has been waived for prosecution as an adult.
 - 3. Direct information filed by the State Attorney's Office - The Booking Affidavit is accompanied by a copy of the information filed by the State Attorney.
 - 4. The above documents shall remain part of the juvenile's permanent file.
 - B. Emancipated juveniles may be housed with adult prisoners.
 - C. Any juvenile who has been previously found to have committed an offense as an adult and who received adult sanctions shall be treated as an adult for subsequent arrest.
 - 1. The Shift Supervisor shall contact the Clerk of Court's office, State Attorney's Office, or other appropriate agency to verify the offender's status.

- 2. The Booking Affidavit must include the date the juvenile received adult sanctions.
- D. The State does not allow the transfer of juveniles from juvenile detention to an adult jail for being beyond control of detention staff.
- E. An arrestee claiming to be a juvenile but unable to produce identification or proof of date of birth establishing himself or herself as a juvenile and appears to be over 18 years of age, will be held for First Appearance Hearing to determine if the Juvenile Court has jurisdiction or if the charge should be as an adult.
- IV. Juveniles will be housed in the Hendry County Jail shall be segregated by gender and kept separated from all adult prisoners.
- V. Juveniles may not be committed under the Marchman Act.

602.00-14 Marchman Acts

- I. Guidelines for the admission and processing of citizens brought to the facility under the auspices of Chapter 397, Florida Statutes (Marchman Act).
 - A. Incapacitated citizens may be taken into protective custody by Law Enforcement Officers and involuntarily committed to the facility.
 - B. Marchman Act citizens have not been criminally charged with any offense.
- II. The following procedures shall be followed:
 - A. Marchman Act detainees shall be thoroughly pat searched and personal property removed, inventoried and receipted.
 - B. The same conditions of acceptance apply to Marchman Acts as to regular arrests. Marchman Acts requiring medical attention will be transported to a hospital Emergency Room by the arresting or transporting officer.
 - C. Personal data information will be taken and placed in the appropriate space on the Intake/Release of Inmate Property.
 - D. Marchman Acts will primarily be housed in the Booking area.
 - 1. Males and females shall be kept separate.
 - 2. Marchman Acts shall be held separately from prisoners charged with criminal offense(s).
 - 3. An Observation Log shall be maintained on each Marchman Act, to record 15 minute welfare checks and any other information pertinent to the individual.
 - E. **See Section 603.02 for release procedures.**

602.00-15 Special Inmates

- I. Inmates presenting a significantly serious threat to the safety and security of the facility, staff and other inmates and inmates exhibiting serious mental problems or suicidal tendencies, or inmates subject to seizures, or for other reasons are determined as having a need for frequent observation will be housed in areas designated for this purpose.
- II. Special inmates may include:
 - A. Mentally ill
 - B. Alcoholic - De-Tox
 - C. Drug addict - De-Tox
 - D. Sexual deviate

- E. Suicidal person (**See Section 605.08-4**)
- F. Person with contagious or communicable disease
- G. Inmates endangered by physical or mental impairment, or inmates who suffer from seizures.
- H. Returned escapees
- I. Uncontrollable/violent inmates
- III. Observation of special inmates shall be as stated in **Section 607.14**.
- IV. The Shift Supervisor shall identify inmates with significant safety and security issues, and make recommendations regarding custody and management to Jail Administration for final determination of special inmate status. Health Care Staff shall determine special inmates regarding medical/suicidal issues.

602.00-16 Foreign Nationals

- I. Due to international treaty obligations, state and local law enforcement authorities of Florida are required to notify the appropriate foreign authorities when foreign nationals are detained or arrested in United States.
- II. Specific legally binding guidelines have been established by the United States Department of State for law enforcement authorities to follow when a foreign national has been arrested.
- III. In the event of the detention or arrest of a foreign national, the following procedures shall be followed:
 - A. The arresting authority should immediately inform the foreign national of the right to have his or her government notified of the arrest or detention. In agreement with certain countries, notification requirements are mandatory regardless of the foreign national's desire.
 - B. The Supervisor should immediately notify the nearest consulate or embassy of foreign nationals exercising this right. This notification shall be documented.
 - C. Foreign Nationals from countries that are on the non-mandatory notification list are required to sign the "Foreign National Notification" form as to whether they are requesting notification or not requesting notification.
 - D. The Supervisor shall immediately (first business day after a holiday or weekend) notify the Sheriff, or Jail Administrator, or designee.
 - E. Consular officers have the right to visit the foreign national detained or arrested and to arrange for legal representation if the foreign national desires.

602.00-17 Inmate Orientation

- I. The Inmate Information Sheet contains information concerning the Prison Rape Elimination Act (PREA), mail, visitation, medical and dental care, general information concerning other inmate services, and rules of prohibitive conduct. The Inmate Information Sheet is available in English and Spanish.

- II. A copy of the Inmate Information Sheet will be issued to each inmate being admitted in to the HCSO Jail facility:
- A. At the conclusion of booking, before housing, the Booking Deputy will issue each inmate a copy of the Inmate Information Sheet.
 - B. The inmate will sign the Charging Inmates for Subsistence Form indicating that he/she has read the policy regarding the charging of subsistence and that he/she has received a copy of the Inmate Information Sheet.
 - C. Inmate Information Sheet receipts will be filed in the inmate's classification file.

REFERENCES

State/Federal Regulations:

Florida Model Jail Standards
§ 901.211, Fla. Stat.
§ 316.635 (3), Fla. Stat.
§ 932.48, Fla. Stat.
Ch. 397, Fla. Stat.

FCAC:

N/A

PREA:

N/A

Forms:

Intake / Release of Inmate Property
Inmate Hygiene Items, Linen, and Bedding Issue
Observation Log
Inmate Information Sheet
Charging Inmates for Subsistence

Other Policy/ Procedure References:

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